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MUNICIPAL CLERK

Administrative Order No. 4

AN ADMINISTRATIVE ORDER
BY THE MAYOR

AN ADMINISTRATIVE ORDER
TO ESTABLISH A CITY OF ATLANTA
DRESS CODE POLICY

WHEREAS, the City of Atlanta through its officials and employees strives to maintain a professional atmosphere and project a positive image to its customers; and

WHEREAS, this image is affected by the way officials and employees dress, whether they work in an office environment, a field or technical support position, or in less formal environments; and

WHEREAS, to this end, City of Atlanta officials and employees must appear neat, clean and appropriately dressed at all times for a business or professional environment in accordance with the position held by the employee; and

WHEREAS, the Human Resources Policy Council and the Mayor's Cabinet have considered and reviewed this order and that the policy is based on research conducted in other organizations.

NOW THEREFORE, I SHIRLEY FRANKLIN, AS MAYOR OF THE CITY OF ATLANTA, SHALL HEREBY ESTABLISH THE FOLLOWING DRESS CODE POLICY:

Acceptable Attire

Business Professional

Male employees in professional-level positions are expected to wear jackets and ties. Other male employees may work without a jacket but must wear ties. Male employees must wear socks. Shirts must have collars.

Female employees in professional-level positions are expected to wear suits, dresses, or coordinated pants, skirts or skirt outfits. Other female employees may work in blouses or sweaters and slacks, if desired.

Business Casual

Male employees who work indoors in technical and administrative support roles are expected to wear business casual attire appropriate for men. Such attire may include khakis, Dockers or casual slacks; sweaters; dress shirts with no ties; button down, polo-type-collared shirts; and footwear with socks. Athletic footwear is not permitted.

Female employees who work indoors in technical and administrative support roles are expected to wear business casual attire appropriate for women. Such attire may include khakis, Dockers or casual slacks; capri pants; sweaters; button down, polo-type collared shirts; divided skirts, casual dresses, skirts and blouses; dress or casual sandals or other business casual footwear. Athletic footwear is not permitted.

For departments that observe “dress down day” or “casual day” on Friday, attire should be appropriate for a business setting. While allowing for comfortable attire, good taste is expected and required for such designated days. Business casual guidelines presented above should be followed. Department heads will have discretion to modify business casual attire guidelines, as they deem appropriate.

Uniforms

Employees whose jobs require the use of uniforms and/or whose attire must meet prescribed safety standards must follow their departmental guidelines. Such employees may present a professional image by ensuring that their clothing is complete, clean and in good condition. Clothing should not be excessively worn or faded. Shirttails should be tucked into trousers. Modifications to uniforms (i.e., unauthorized logos on hats or wearing tee shirts) are not permitted unless authorized by the Department Head.

Non-Office/Less Formal Environments

Employees who work outdoors (and whose jobs do not require the wearing of uniforms), perform consistent physical activity and/or who do not have public contact may dress less formally. Some examples of appropriate attire include T-shirts; sweat-pants; jogging, wind or warm-up outfits; casual or athletic shorts; athletic shoes; ball caps; and jeans.

Unacceptable Attire

Regardless of one’s work assignment, the following guidelines provide examples of unacceptable attire for any workday:

- Any item that is patched, torn, tattered or has holes
- Tight-fitting clothing including garments made with stretchy, see-through or sheer material
- Leather or simulated leather pants
- Clothing with offensive terminology/graphic or lettering larger than pocket/sleeve-style logo
- Provocative/revealing clothing, such as spaghetti strap dresses, plunging necklines, strapless and backless dresses, halters or midriff tops
- Dresses, skirts (hemlines that are more than three inches above the knees) or shorts that are excessively short or have front or back slits that are mid-thigh
- Bib overalls
- Flip-flops (shower or pool shoes, etc.) or other beach style sandals
- Novelty buttons (such as “message”, photo, etc.)
- Jeans are unacceptable for office environments

General Provisions

Supervisors are ultimately responsible for ensuring that employees are in compliance with this policy and all applicable safety standards. Supervisors may use discretion in granting limited exceptions to accommodate special circumstances. Some examples include pregnancy or wearing athletic shoes following a foot injury. Departments experiencing difficulty interpreting these guidelines for particular situations should refer their concerns to the Department of Human Resources for final determination.

Failure to Follow Policy

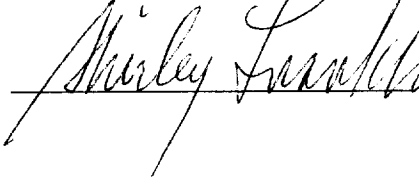
Following full implementation of the policy, any employee who is found in violation of the policy will be sent home to change into more appropriate clothing. The employee's annual leave will be charged for the time spent away from the job. Repeat offenders will be subjected to the City's Disciplinary Process.

The success of this policy rests with the good judgment of each individual. The above guidelines are not intended to be all-inclusive. Rather, the guidelines are intended to help set general parameters for proper business attire and allow employees to make intelligent judgments about items that are not specifically addressed. The overriding rule is that business attire should always reflect professionalism.

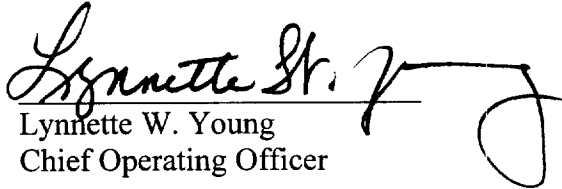
Effective Date

This Order will be effective on September 1, 2003.

SO ORDERED, THIS 5th DAY OF August, 2003.

 Shirley Franklin, Mayor
City of Atlanta

Recommended by:


Lynnette W. Young
Chief Operating Officer

Attest:


Clerk of Council